

GOLDER RANCH FIRE DISTRICT

EMPLOYEE JOB DESCRIPTION

Position / Rank: Human Resource Generalist
Reports To: Human Resources Manager
Supervises: Human Resources Personnel

FLSA: Exempt
Status: Full Time
Safety Sensitive: No

Primary Function:

The Human Resources Generalist, with limited supervision, is responsible for the successful management of personnel practices and policies. The incumbent's responsibilities include recruitment, policy interpretation and administration, employee relations, organizational development and training, compensation, benefits, and other duties as necessary to ensure maximum effectiveness of the Human Resources function. The Human Resources Generalist performs advanced-level work in policy and program design; may exercise discretion and authority in the absence of the Human Resources Manager; assumes lead/supervisory responsibility as assigned for technical staff within functional areas of human resources and payroll.

Duties & Responsibilities:

ORGANIZATIONAL DEVELOPMENT AND TRAINING

- Partners with leadership to develop and updates job descriptions, determining skills and competencies required for specific jobs, and determining developmental/promotional opportunities within job families and functional areas.
- Participates in new employee orientation. Provides input to improve and further develop new employee orientation and other training and development programs.
- Develops, coordinates and conducts new leader training to ensure leaders understand and can effectively carry out their new leadership responsibilities.
- Develops and conducts training for employees and leaders regarding human resources issues.

RECRUITMENT AND RETENTION

- Meets with hiring manager to review job descriptions and confirm skills required for job openings. With hiring leader, determines anticipated total compensation offer for openings.
- Participates as HR facilitator/monitor for interview and selection processes. Assures that interviews are conducted using appropriate techniques.
- Participated at off-site recruitment events including job fairs, college recruiting fairs, and trade shows.
- Conducts exit interviews with employees leaving the organization to assess overall success of employment relationship and opportunities for improvement.
- Monitors and analyzes turnover to develop, recommend and implement strategies to improve employee retention. Counsels leaders in implementing retention strategies.

POLICY DEVELOPMENT, INTERPRETATION AND ADMINISTRATION

- Assists in the development of human resources policies in order to satisfy legal requirements.
- Assures a practical level of consistency and accurate policy interpretation interdepartmentally and within the organization. Audits policy compliance.
- Assists leaders in required personnel functions such as disciplinary procedures and appropriate corresponding paperwork/documentation.
- Provides policy and procedure explanation to those responsible for supervising

others.

- Responds to, and supports, organizations position in unemployment claims.
- Coordinates and monitors discretionary leaves of absence for employees.
- Collaborates with HR Manager to maintain a practical level of consistency throughout the organization.
- Conducts the ADA interactive process to identify employment options, with or without accommodation, for employees.

EMPLOYEE RELATIONS AND PERFORMANCE MANAGEMENT

- Provides policy and procedure explanation and employee benefits information to newly hired employees and current employees, as necessary.
- Demonstrates an appropriate balance between organizational and employee advocacy in dealings with internal and external customers.
- Communicates with employees as required in resolving conflicts and acting as a mediator in facilitating resolution.
- Assists leaders in identification of aberrant behavior, Employee Assistance Plan (EAP) referrals, and other issues as required.
- Assists leaders in identifying, documenting and communicating results and deficiencies in performance. Reviews performance appraisals and action plans and provides feedback to leaders prior to communicating with employees.

COMPENSATION AND BENEFITS

- Determines and effectively administers the compensation and benefits changes associated with personnel transactions including merit increases, promotions, transfers, demotions, terminations, and leaves of absence.
- Communicates with other members of the department to ensure accuracy of HRIS files and documentation for all special arrangements associated with the transactions.
- Reviews performance appraisals of employees from client group for consistency and verifies wage increases comply with current compensation practice.
- With hiring leader, develops job descriptions for positions within client groups and recommends appropriate compensation for new positions.
- Conducts job analysis for positions within client group to determine appropriate salary level according to compensation guidelines and policy. Regularly monitors market compensation data. Recommends changes to pay ranges to remain competitive with appropriate labor markets.
- Prepares data for salary surveys as assigned.
- Assists leaders in communicating the organization's total compensation package to employees, including cash and non-cash compensation
- Responds to employee questions regarding employee benefits.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of appropriate legislation pertaining to employment, compensation and benefits and other related human resources functions.
- Knowledge of company policies and procedures. Knowledge of employment practices.
- Knowledge of compensation practices.
- Knowledge of company benefits plans.
- Ability to verbally communicate with others in order to coach and lead. Ability to write reports in order to meet department objectives.
- Ability to read personnel files and interpret appropriate legislation and company policies. Ability to interface with all levels of the organization.
- Ability to integrate data from interviews in order to make appropriate employment decisions.

- Ability to coordinate multiple and changing priorities.

Minimum Qualifications:

- Bachelor's Degree in Human Resources Management or closely related field from an accredited college or university recognized by the U.S. Department of Education..
- Five (5) years of increasingly responsible, comprehensive experience in the Human Resources field.
- Valid Arizona Drivers License with acceptable driving record.

Preferred Qualification:

- Professional Human Resources (PHR) Certification
- Public Sector Human Resources work experience
- Fire Service work experience
- Experience using ADP Workforce Now/Pay Expert

GOLDER RANCH FIRE DISTRICT

Physical Requirements/Working Conditions

Job Title: Human Resources Generalist

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally			X	
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit				X
Stand	Stand		X		
Walk	Move about on foot; average distance per shift 3-5 miles	X			
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion	X			
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture	X			
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations		X		

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes	x			
	Subject to outside environmental conditions – no effective protection from weather	x			
	Activities occur inside and outside	x			
	Subject to extreme cold (typically below 32°)	x			
	Subject to extreme heat (typically above 100°)	x			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation	x			
	Worker is required to wear a respirator	x			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	x			
Vibration	Exposure to oscillating movements of the extremities or whole body	x			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	x			
	Working on scaffolding and high places	x			
	Exposure to chemicals	x			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	x			
	Worker is required to function in narrow aisles or passage ways	x			
	Worker is exposed to infectious diseases	x			
	Worker is required to function around prisoners or mental patients	x			

Physical Requirements Checklist

- ☒ **SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- ☐ **LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- ☐ **MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ☐ **HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- ☐ **VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date

Date of Origin: 8/11/2016
Last Modified: